

Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing value-add Industries in Kenya is seeking to competitively fill the following position:-

Position Category: Projects Management

Designation: Projects Manager

Reporting to: Head of Operations & Projects **Department:** Operations

Location: Nairobi **Contract Type:** Permanent

Job Purpose: To provide for coordination of resource mobilization, planning, budgeting, implementation, documentation, monitoring & evaluation and reporting for all aspects of all KAM projects.

Key Objectives

- Capacity development
- Accountability
- Relationship management with donors
- Timely and accurate reports

Duties and Responsibilities:

1. Setting up/reviewing of effective project/project cycle management systems for the smooth, timely and result-based implementation of all KAM projects;
2. Ensure that all projects are delivered on-time, within scope and within budget-this includes proper planning, sequencing and budgeting for projects;
3. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques;
4. Set up and implement timely and effective quantitative and qualitative monitoring and evaluation frameworks including detailed implementation plans (DIPs) and logical framework matrices-this role includes overseeing and executing baseline surveys; on-going monitoring, mid-and-end-term project evaluations (both internal & external) based on the project work plans, the Business Development Plan (BDP), with particular focus on results, impacts and lesson learning-this includes producing periodic monitoring reports for all projects.;
5. Guide and coordinate the timely preparation and submission of project progress reports in accordance with approved reporting formats-this includes quarterly progress reports; annual programme reports; project reports; inception/ad-hoc technical reports
6. Develop and implement a plan for continuous staff capacity development on project cycle management, monitoring and evaluation and result based reporting;
7. Developing resourcing strategies that effectively respond to long-term and short-term project and organisational objectives-this includes identifying and securing bi-lateral / multi-lateral donor funding in accordance with budget targets and maintaining healthy project proposal pipeline;
8. Establish and or successfully manage the relationship with donors and all stakeholders;
9. Perform risk management to minimize project risks;
10. Create and maintain comprehensive project documentation.
11. Any other duties as may be assigned by the CEO.

Qualifications and Experience

- A graduate degree Project management or any social science or related field;
- Demonstrated understanding of the project cycle management
- Strong knowledge of/and demonstrated experience in M & E methodology and approaches (including quantitative, qualitative and participatory), including data collection, analysis and synthesis, the logical framework and other strategic planning approaches;
- A good understanding of the balanced score-card approach.

- Demonstrated experience in result-based report writing.
- Over 5 years of practical experience in project management and monitoring and evaluation;
- Proven track record of successful experience in result based report writing, reviews, delivering presentation and defending recommendations;
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work well in a team
- Strong analytical skills
- Highly organised and detail oriented; able to prioritise and produce work of a consistently high standard.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the words “**Projects Manager**” on the email subject line so as to reach us **not later than March 15, 2019**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.